

**BUREAU OF SECURITY AND INVESTIGATIVE SERVICES**

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SPECIAL BULLETIN

September 16, 2002

To: Private Patrol Operators and Training Facilities

Re: Elimination of the Temporary Guard Card, effective January 1, 2003.

Temporary Guard cards will be eliminated effective January 1, 2003, due to the passage of Senate Bill 1241. SB 1241, sponsored by Senator Liz Figueroa, was signed by Governor Gray Davis on September 15, 2002.

Private Patrol Operators and Training Facilities will no longer be allowed to issue a temporary guard card effective January 1, 2003.

Effective January 1, 2003, a security guard must have in his/her possession a valid Security Guard registration or a screen-printout of the Bureau's approval from the Bureau's Web site at www.dca.ca.gov/bsis, along with valid photo identification prior to working as a Security Guard.

Security Guards who have been issued a Temporary Guard card prior to January 1, 2003 will be allowed to work until the expiration of the temporary card. No extensions will be provided on temporary Security Guard registrations after January 1, 2003.

EXPEDITE PROCESSING

In order to expedite the Security Guard application and fingerprinting process, the following steps should be followed:

STEP 1

The Security Guard must have received the "Power to Arrest" training and passed the examination.

STEP 2

The Security Guard applicant, Private Patrol Operator or the Training Facility must submit the security guard application online at http://www.dca.ca.gov/bsis/online_licensing.htm.

STEP 3

Security Guard registration fees must be paid by credit card at the time of submission. The on-line application is electronically transmitted to the Bureau.

STEP 4

The Security Guard applicant must submit fingerprints electronically using LIVE SCAN. Live Scan Forms and a listing of Live Scan sites are available at the Bureau's Web site at http://www.dca.ca.gov/bsis/live_scan_fingerp.htm

You must only use the Security Guard Live Scan forms downloaded from the Bureau's Web site or obtained from the Bureau. The Live Scan form from the Bureau contains the correct coding and ORI number to ensure that the Bureau receives Federal Bureau of Investigation (FBI) and California Department of Justice (DOJ) clearances.

The FBI and DOJ fingerprinting fees along with a rolling fee must be paid directly to the agency providing the Live Scan service.

STEP 5

Once the Bureau has received the online application and criminal history clearances, the cleared security guard will appear on the Bureau's Web site. The Security Guard, Private Patrol Operator or Training Facility can verify the Bureau's approval by checking the Bureau's "Verify a License" at <http://www.dca.ca.gov/bsis/lookup.htm>. Once the Security Guard registration has been cleared and appears on the Bureau's web site, a screen-printout from the Web site may be used as an interim Security Guard registration and the Security Guard can be placed on assignment. The actual Security Guard registration will be mailed to the applicant and should be received in 7 to 10 working days.

STEP 6

A Security Guard placed on assignment must have the following documents on his or her person.

1. Screen printout of the Bureau's approval obtained from the Bureau's Web site or a valid Security Guard card.
2. A valid photo identification.

NORMAL PROCESSING

The Bureau will continue to accept any of the following:

- Hard Copy Security Guard application with fingerprint cards (FD-258).
- Hard Copy Security Guard application with the 2nd copy of Live Scan form, signed by the Live Scan Operator, including the ATI number.

Please be aware that the processing time will take longer.

The Bureau strongly recommends that the electronic on-line application system and electronic fingerprinting (LIVE SCAN) be used when applying for a security guard registration.